

CITY OF MENASHA
IT Steering Committee
Gegan Room, Menasha Public Library
April 16, 2008

MINUTES

 + [Back](#)  [Print](#)

1. CALL TO ORDER

Meeting called to order at 8:15 a.m. by Chairman Wisneski.

2. ROLL CALL/EXCUSED ABSENCES

Present: CHAIRMAN Wisneski, AP Beckendorf (8:35), CLERK Galeazzi, COMP Stoffel, ITMgr Lacey, PC Stanke and PWD Radtke (8:35)

Also Present: ITSupv James, PL Brunn, Mr. Larry Schmitz of Schenck Technology Solutions, Mr. Prosser of One Communications and Ms. Amy Miller, Mr. Dave Battaglia and Mr. Srikanth Gomattam of One Communications by teleconference.

3. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE

A. [Approval of Minutes of March 11, 2008 IT Steering Committee meeting.](#)

Moved by ITMgr Lacey, seconded by PC Stanke to approve the minutes of the March 11, 2008 IT Steering Committee meeting.

Motion Carried on voice vote

Results:

Communications:

A. [Letter from One Communications of April 4, 2008](#)

CHAIRMAN Wisneski requested to have the letter from One Communications of April 4, 2008 be placed on file.

4. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

A. [Committee monthly update on status of projects/operations/costs](#)

ITMgr Lacey distributed the monthly report and commented on various projects; the Health Department move went well and did not require the assistance of Unitel for the telephone changeover, saving the City money; researching the possible purchase of a **Storage Area Network (SAN)** to be used to store Police Department interview videos and could be used for other storage. ITMgr Lacey is also making sure that the unit purchased would be expandable in the future; he also commented that the video equipment for taping Common Council meetings has been installed, but now a fourth camera at the rear of the room has

been suggested by Tom Frantz. The Committee also discussed having a permanent projection system, such as a plasma television, as suggested in one of the original quotes for the video equipment. This would be a very bright unit and could be used with the Council Chamber lights on. This addition could help turn the Council Chambers into a training room and get more functionality out of it during the day. The City Sanitarian has been issued a tablet PC which is a portable PC that can be used like a writing tablet. This, along with his wireless printer, allows him to issue reports on the spot and have a permanent record for filing in the office. ITSupv James is developing a replacement database to replace the "Champs" software, which is used for tracking and reporting patient's health history. When completed, this will save the City the \$4,000 annual "Champs" maintenance fee.

5. ACTION ITEMS

A. One Communications presentation to Committee concerning telephone outages of March 26th, 29th, and April 2nd, 2008.

Mr. Prosser of "One Communications" explained how a software issue took the system off line on the dates listed. This was a state-wide problem for all "One Communications" customers. New procedures are now in place which should keep this from happening again. PC Stanke commented that although it was a disruption of communications, it was a good drill for the Police Department to go through. ITSupv James suggested installing an analog line, through a different provider, at the Police Department to create some redundancy.

The Committee then was brought into the conference call with the technical staff of "One Communications" to hear further explanations of what had gone wrong and what was being done to prevent it in the future. Mr. Schmitz questioned how the problem was being addressed. The technicians explained in detail what has been done since the system went off line and the "One Communications" technicians are very confident it will not reoccur. ITSupv James stated that their proposed changes made sense. It was hard to determine that there was a problem originally because internal telephone calls would still make connection. The Menasha Utilities was also affected by this outage.

B. Committee update and discussion on eBay sales inquiries/time commitments.

ITMgr Lacey opened the discussion by explaining how time consuming it has become to list items on eBay, take pictures, and answer questions. He was looking to have departments list their own merchandise and answer the inquiries that come in. It is very labor intensive with little monetary gain for the City. Mr. Schmitz suggested that all of the items to be disposed of should be gathered up and the City should have an auction. What is left should be placed in a landfill because the public has now determined it has no value. The problem there is keeping items in storage; there is just so much available space to keep items protected. It was also discussed that perhaps the City should contract with a company to place these items on eBay. CHAIRMAN Wisneski suggested that the current City ordinance on disposal of property be reviewed by Committee members and brought back to Committee for discussion at the next IT Steering Committee meeting.

C. Committee update and discussion on NOVUS AGENDA software.

ITSupv James informed the Committee that the minutes which had not been written in NOVUS AGENDA are being transferred and the City is getting caught up. They are now searchable and fully functional. Some staff members actually enjoy doing the minutes but

still find agenda building very tedious. ITSupv James feels the City is on the right track and to abandon NOVUS AGENDA would be a setback. Not only would there be a time gap in when a new software package could be implemented, but there would be new training and no guarantee that new software would work better. There is a new upgrade available through NOVUS AGENDA but that will not be implemented until all minutes are up to date. ITSupv James has created a user manual but there is still a huge workaround to get "DRAFT" written onto the minutes. There were also some complaints about the shortness of the timeout, which ITSupv James will relay to the company.

D. Committee discussion and recommendation on next IT Steering Committee meeting date - May 21st, third Wednesday.

After discussion, by consensus of the members present, the Next information Technology Steering Committee meeting will be held on Wednesday, May 21, at 8:15 AM in the Gegan Room of the Menasha Public Library.

6. ADJOURNMENT

A.

Moved by PC Stanke, seconded by ITMgr Lacey to adjourn at 9:50 a.m.

Motion Carried on voice vote

Results:

Respectfully submitted,

Thomas Stoffel
Committee Secretary